



PLEASE POST

**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT**

POSITION POSTED: Accounting Assistant
SALARY RANGE: \$38,403 - \$51,667
DATE POSTED: January 4, 2019 – January 18, 2019

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAVE PASSED SINCE THEY LAST TOOK THE EXAMINATION.

MINIMUM QUALIFICATIONS:

- Two (2) years of college credits from an accredited institution.
- Two (2) years of verifiable bookkeeping/accounting experience.
- Proficient in use of Microsoft Excel spreadsheets required.

DESCRIPTION OF WORK:

Under direct supervision of the Division Head or Designee, performs a variety of accounting tasks, including preparation and maintenance of financial records, spreadsheets, and reconciliations. Assists and supports the management of the Court’s grants and revenue. Assists with the preparation of grant financial reports, budget requests, and projections, and prepares related general ledger entries. Tracks the receipt of Court revenue and assists with revenue and collection trend analysis.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant’s qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Written Examination	50%
Interview	50%

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 300-008

Date Issued: 11/8/2016

TITLE: Accounting Assistant

SUMMARY:

Under direct supervision of the Division Head or Designee, performs a variety of accounting tasks, including preparation and maintenance of financial records, spreadsheets, and reconciliations. Assists and supports the management of the Court's grants and revenue. Assists with the preparation of grant financial reports, budget requests, and projections, and prepares related general ledger entries. Tracks the receipt of Court revenue and assists with revenue and collection trend analysis.

ESSENTIAL FUNCTIONS:

1. Assists with the accounting and auditing of Court revenue and expenses. Includes audit and review of reported revenue billings and payments, preparation of journal entries to post revenue, and preparation of financial reports. Works with external auditors performing audits of Court records.
2. Performs analytical review of historical trends and preparation of court projections of revenue and expenses to facilitate the Court's budgeting and financial monitoring process.
3. Completes the reconciliation of Court's deposit in transit accounts, prepares required journal entries, ensures proper posting to appropriate general ledger accounts, and ensures revenue recorded is complete and accurate.
4. Assists with quarterly and fiscal year end close-out procedures, including but not limited to establishing payables, receivables, and adjusting entries.
5. Assists with the management of the Court's grants, including review of requisitions and invoices, and preparation of grant budgets, billings, and financial reports.
6. Reviews data entered in the Court's Grant Reimbursement Allocation System (GRAS) for completeness and accuracy. Generates reports and prepares information needed for grant billings.
7. Performs the daily recount and verification of the deposit of cashier receipts.
8. Reviews and ensures the accuracy and completeness of the daily audit of the Friend of the Court cashing function. Approves the related bank transfer. Performs the daily audit procedures as a backup.
9. Prepares and submits deposit of miscellaneous court revenue and cash receipts.

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 300-008

Date Issued: 11/8/2016

TITLE: Accounting Assistant

10. Maintains ledger of bank debits and recovery. Prepares annual reimbursement request for unrecovered funds. Prepares and submits reimbursement of recovered funds.
11. Assists with the processing and reconciliation of payroll. Identifies needed adjustments and prepares required journal entries. Assists with the calculation and processing of state retirement payments and life insurance premiums.
12. Reviews open purchase orders. Prepares and submits journal entries to allocate expenditures to appropriate business units.
13. Performs other duties as assigned.

QUALIFICATIONS:

- Two (2) years of college credits from an accredited institution.
- Two (2) years of verifiable bookkeeping/accounting experience.
- Proficient in use of Microsoft Excel spreadsheets required.

KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated knowledge of the following program applications preferred: JD Edwards General Ledger, Odyssey Case Management System, MICSES, and Chase Manhattan ACCESS.
- General knowledge of Court processes and procedures.
- Ability to ask and answer questions and to explain Court procedures to internal and external customers in a courteous and professional manner.
- Skill in managing one's own time and ability to meet deadlines.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to deal calmly and effectively in stressful situations.

**Third Judicial Circuit of Michigan
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TITLE: Accounting Assistant

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Based on the requirements of the position, candidates considered for placement in this classification will be subject to a Criminal Background Investigation.

PHYSICAL REQUIREMENTS:

- Ability to sustain long periods of repetitious tasks.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

Notes:

07/14/2015	New Title Created
11/09/2015	Updated For Content
11/8/2016	Title Changed (Replaced Finance and Grants Assistant)